

STATE TA FAQs



CO National Guard
State Tuition Assistance Office

Updated 2/24/15

NOTICE TO POTENTIAL APPLICANTS:

READ CAREFULLY BEFORE BEGINNING AN APPLICATION!

There is a new 169C Certification and Authorization of Eligibility Form with Instructions. If you submit an old version of the form, it will be rejected and may result in disqualification from the application process.

Members should access the website **EVERY SEMESTER** to obtain up-to-date information **before initiating their application for State TA.** Unit Commanders have been advised not to sign old versions of the 169C form but it is ultimately the **applicant's responsibility** to ensure they are submitting the correct forms.

Submitting the wrong form could create extra work for both you and your Unit Commander, so do a double check! **Adobe Version 8** or newer is required for the 169C form to be filled out/signed electronically.

It is highly recommended the process for having the 169C form signed off by Unit Commanders and obtaining all your required paperwork commence immediately. New applicants should refer to: The Comprehensive Guide to Applying for CO National Guard State TA.

State Tuition Assistance Overview

Which Guard Members are eligible to apply?

CO National Guard Members under the following 'eligible' statuses are encouraged to apply for State Tuition Assistance:

ELIGIBLE:

Title 10: Deployment, Call Up

Title 32: Traditional, AGR, Federal Technician, M-Day

NOT ELIGIBLE:

Title 10: Active Duty & Title 38 Veteran/Retiree

Spouses/Dependents

Currently, the program is paying up to 100% of tuition (only) at the approved schools listed below (not to exceed \$4250 or \$475/credit hour). Funding is subject to change, based on funding availability.

The following state funded institutions are sponsored by this program.

Adams State College
Aims Community College
Arapahoe Community College
Colorado Mesa University
Colorado Mountain College
Colorado Northwestern Community College
Colorado School of MINES
Colorado State University (CSU)
Colorado State University @ Pueblo
Colorado State University Global (CSUG)
Community College Aurora
Community College Denver
Delta VOTech
Emily Griffith
Fort Lewis College
Front Range Community College
Lamar Community College
Metro State University of Denver
Morgan Community College
Northeastern Junior College
Otero Junior College
Pickens Technical College
Pikes Peak Community College
Pueblo Community College
Red Rocks Community College
Southwest Colorado Community College
Trinidad State Junior College
University of Colorado at Boulder (CU)
University of Colorado at Colorado Springs
University of Colorado at Denver
University of Northern Colorado (UNC)
Western State Colorado University
University of CO Health Sciences Center

DEFINITION GUIDE FOR APPLICANTS

Online Application Packet: Completed every semester. Comprised of your demographic information and documentation, some documents will be unique to your situation. Submitted through www.colorado.gov/dmva by the established deadline posted.

169C Form: Certification and Authorization of Eligibility from your Unit Commander to participate in the State TA program. A new form is required every semester. **Visit** www.colorado.gov/dmva **Students Corner** for the most up-to-date form available.

Authorization (Award) Letter: An estimated award letter issued (via email) to approved or conditionally approved applicants in the State TA program. Information on this letter is generated from data provided by the applicant at the time of application.

FAQs

Q. What forms do I have to fill out and when is my application due for each semester?

A. You must apply online and upload all necessary documentation to your application as a packet. Deadlines for Application Packet submissions are posted on our homepage. Late documentation is not accepted. See Comprehensive Guide to Applying Online for a complete list of required documents (**document checklist**).

Q. The application deadline is approaching and my cost breakdown isn't available yet from my school. What should I do?

A. You need to ensure you have all documentation uploaded on or before the deadline established. If your cost breakdown isn't available yet, visit your school's website and find the appropriate tuition/fees schedule by semester and upload the form in place of the cost breakdown. Make sure it's for the correct program and year.

Q. The application deadline is approaching and I don't have a course schedule yet! What should I do?

A. If you don't have a course schedule yet, attach ALL of the following documentation to your online application in lieu of the course schedule:

1. A letter of acceptance/enrollment from your institution

-and-

2. A letter from your institution's Academic Advisor specifying the number of credit hours they anticipate you will be registering for and the date they expect your registration to be completed.

You will be asked by the State TA office to later provide an official copy of your course schedule to verify this information. The State TA Office must be able to verify the number of hours and courses you are scheduled for.

Q. I am waitlisted for several classes, am not in an enrolled status and the application deadline is closing soon. What's going to happen?

A. Waitlisted classes are not eligible for State TA Authorization. If you later become enrolled in those courses, your school will submit a request for adjustment to your original authorization letter after your add/drop period has finished.

Additional funding for the added class(es) will be based on funding availability at that time and is not guaranteed.

Q. How will I (and my school) know I am authorized for tuition assistance and how much tuition assistance will I be receiving?

A. After you have submitted your online application with all required documentation included, your file will be reviewed. **Please allow several weeks for review and processing.** At that time, if you are eligible, an authorization letter will be emailed to your **PREFERRED** email address.

Be sure to provide an email address that you frequently utilize and keep an eye out for the letter or any contact attempts our office may make with you!

Paper authorization letters are not issued! Failure to respond to our contact efforts may result in your disqualification from the program!

This letter reflects the *estimated* amount of money you may be eligible to receive. You will need to sign and date it and turn it into your school's billing/certifying official's office immediately or by their designated deadline. Otherwise, State TA cannot be paid. **WARNING: Be mindful of your school's deadlines for turning in required paperwork!**

Q. I received other sources of aid and my eligibility was adjusted or I no longer qualify for State TA. Why is this?

A. Per C.R.S. 23-5-111.4 a. 5 A member shall be eligible for tuition assistance pursuant to this section to the extent that the sum of the member's tuition from all sources, including the federal government, does not exceed one hundred percent of the cost of tuition.

Students reported by their institution as having other sources of aid will have their State TA recalculated accordingly. If it is determined you have more aid than needed to cover your tuition, your State TA will not be paid.

Q. Do I have to be a member of the Colorado National Guard (either Army or Air Force) to be eligible for the tuition benefits? Are spouses/dependents eligible?

A. Yes, you do have to be an active drilling member of the CONG. Spouses/dependents are *NOT* eligible for the tuition assistance program; however there are some schools that have opted to

waive registration/enrollment fees to military spouses/dependents. Please ask for discounts at the school.

The Education Office has many federal funded tests that are offered to spouses/dependents free of charge. Click on the federal tuition link for information.

[Click Here for GoArmyEd](#)

Q. How much Tuition Assistance does the state pay each semester?

A. State Tuition Assistance can pay up to 100% of your in-state tuition (after COF stipend applied, not to exceed \$4,250 or \$475/credit hour). State TA does not pay books, fees or living expenses. The awarded amount each semester is based on how many applications are received, and how much funding is available.

Q. Does State Tuition Assistance pay for out of state residents?

A. As of 1 July 2007, a member of the Colorado Guard whose sole residency is Colorado is eligible for in-state tuition status. Becoming a member of the Colorado Guard doesn't automatically give you in-state residency but it does make you eligible for the in-state tuition rate at state colleges and universities. Please contact the school you are interested in attending to find out their process for applying for in-state tuition.

Q. Can I use State TA for cost of living or any other expenses?

A. No. State TA is for tuition only. Books, fees and living expenses are the responsibility of the applicant. Checks are not issued directly to applicants. They are only issued to the school. Refunds are also not permitted.

Q. What if I drop a class or withdraw from school?

A. If you drop a class or withdraw from class, you should immediately notify the State TA Office and your school's billing office. Your eligibility may need to be adjusted.

If you withdraw completely from school, you are required to notify the State TA office immediately so that funds may be reallocated to other members. You will be responsible for

repayment back to the State TA office if any withdrawn classes were paid with State TA Funds. If you withdraw before State TA funds were paid, you are responsible for making payment arrangements with your institution to cover your balance.

Q. What is the difference between withdrawing from school and dropping?

A. Withdrawing from school means you are no longer an enrolled student at the institution and are not attending any classes (you will likely receive a W or I on your transcript depending on the school's grading practices). There can be serious financial implications for benefits or financial aid you may have received, if you withdraw from school during the semester. You should always speak to someone in Financial Aid and the Business Office before withdrawing from school so you can make an educated decision. You could end up with a balance you have to pay out of pocket and this could affect your ability to re-enter school.

Dropping courses typically occurs during your school's Add/Drop period. If you add/drop classes during the school's specified period of time you may not be penalized for doing so (check your school's add/drop policy in their catalog).

Dropping courses can affect your State TA authorization amount. Additional classes added AFTER your initial authorization was issued from the State TA Office, could result in an out of pocket payment from you, if additional State TA funds become unavailable.

*If you were to drop ALL your courses and not replace them, you have essentially withdrawn from school.

Q. When will my State TA be paid?

A. Your school is permitted to invoice the State TA office once the add/drop period has ended AND they have received your signed/dated authorization (which you submit). Invoices will not be paid if your authorization letter is not provided by your school's deadline!

Q. If I apply for CO National Guard State Tuition Assistance and also Federal Tuition Assistance (GOARMYED), can I use both sources to pay for my schooling? What about my GI Bill?

A. Yes, in some cases. CO National Guard State Tuition Assistance will be applied towards your tuition first. You can apply for Federal TA (GOARMYED) on your remaining tuition balance if you apply. Or, you can apply for GI Bill funding.

Tuition paid from any tuition assistance source cannot exceed 100%. GI Bill funding and Federal TA (GOARMYED) cannot be used simultaneously for the same courses.

Q. Is there a minimum Cumulative Grade Point Average requirement for State Tuition Assistance?

A. Yes. You are required to maintain a minimum cumulative grade point average of 2.0 every semester. If you do not fulfill this requirement, the state is no longer obligated to pay your tuition.